

City of Manchester, NH
Board of Fire Commissioners
Meeting Agenda

Scheduled Meeting Date: **Tuesday, May 12, 2009**

Scheduled Time & Place: **8:30 AM – Central Fire Station**

Agenda Items:

- A. Moment of Silence
- B. Review of the minutes of the previous meeting
- C. Reports for the month (distributed at meeting)
- D. Correspondence:
 - 1. Letter of appreciation from Londonderry Fire Department.
 - 2. Letter of appreciation from the family of Robert “Scooter” Doucet.
- E. Division Reports:
 - 1. Report from Chief James Burkush.
 - 2. Report from Deputy Chief Nicholas Campasano.
 - 3. Report from Deputy Chief Daniel Goonan.
 - 4. Report from District Chief Ed O'Reilly.
 - 5. Report of the Communications Division.
- F. Local #856 and/or MAFS business:
- G. Old Business
- H. New Business
- I. Executive Session (if warranted)

**City of Manchester, New Hampshire
Board of Fire Commissioners**

Minutes of the Regular Monthly Meeting

Date: Tuesday, May 12, 2009

Location: Central Fire Station-100 Merrimack Street

Board Members Present: Commissioners Paul Harrington, William Whitmore, and James Triantafillou. The meeting was called to order at 8:35 am.

Also Present: Chief Burkush, Deputy Goonan, Deputy Campasano District Chief O'Reilly, Jody Rivard and Linda Miccio.

A moment of silence was observed.

Minutes of the Previous Meeting:

Minutes were accepted by motion Whitmore/Triantafillou

Correspondence:

Receive and file by a motion Triantafillou/Whitmore

Reports:

Reports accepted by a motion Whitmore/Triantafillou

Division Reports:

Chief Burkush reported on the following:

- Tracking a surplus in FY 2009 Budget.
- Engine 10 will be repaired in 5 weeks.
- FY 2010 Budget must be approved by the BMA on June 9, 2009.
- Meeting with ISO today. Every ten years ISO examines the city's insurance rating. Currently the city is a class 2. Hopefully to achieve a call 1 rating.
- EMD training is ongoing to determine risk reduction of response and dispatch of calls.
- Ladder truck will arrive in July and two pumpers are due in August. Rescue truck is underway.

Deputy Campasano reported on the following:

See attached report.

Deputy Chief Goonan reported on the following:

- Budget preparations for FY 2010 are down to the wire; dependent upon union buy-in regarding concessions.
- Juvenile Fire Setter Program of \$10,000.00 was cut from budget.

District Chief Ed O'Reilly reported on the following:

- Inspectors Lennon and Cady have graduated from the Police Academy.

See attached report.

Communications Report

See attached.

Old Business: None

New Business: None

Executive Session: Not necessary

Adjournment: 9:30 am on a motion Triantafillou/Whitmore. Next meeting is scheduled for June 9, 2009.

Transcribed by Linda Miccio

Respectfully submitted,

Robert Haley, Clerk

MAY 12, 2009

TRAINING DIVISION REPORT

DEPARTMENT PROVIDED TRAINING

The following training is being provided to department personnel:

- The Training Division, in cooperation with the Nashua Fire Department, completed a NH Fire Inspector I program, which began in March. This program was taught both in Nashua and Manchester simultaneously, via video-conferencing equipment. The department had three (3) members attend and complete the program.
- The Training Division hosted the U.S. Department of Transportation Federal Railroad Administration (FRA), as they offered a half-day railroad safety program. This program was held from April 20th through the 23rd. The department is working with FRA to schedule a hands-on demonstration of locomotive operations.
- The department is planning for the start of wide area search training. We have received permission to use a building on Canal Street (former Dunn Furniture store) for this training and anticipate a start date of June 1st.
- In response to the H1N1 scare, the department developed a just-in-time training for department personnel. The Health Department's medical director, Dr. Laurie Forlano, assisted in providing useful information to our line personnel. A short 5-minute training video was produced for showing to all shifts. Fact sheets were distributed to all stations, as well as, hand sanitizer for the stations. Inventories of N95 masks were checked and fit testing records were confirmed.
- Department provided training:

■ H1N1 Health Alert Briefings	6 classes	142 attendees	71 contact hours
■ Dispatch Class for firefighters	1 class	16 attendees	128 contact hours
■ EMT Module 3	4 classes	103 attendees	206 contact hours
■ EMT Module 5	4 classes	105 attendees	210 contact hours
■ EMT Continuing education class	8 classes	209 attendees	209 contact hours
■ MFD Operational Updates	6 classes	158 attendees	79 contact hours
■ Railroad Emergency Preparation	8 classes	198 attendees	792 contact hours
■ OLPH forward lay training	3 classes	24 attendees	24 contact hours

EMPLOYEE SELF-DEVELOPMENT

The following programs are being utilized by Department members for employee development:

- Fire and Emergency Services Instructor I – NHFA – Woodstock, NH – April 29, 2009
- Hazardous Materials Technician – 2 members
- Incident Response to Terrorist Bombings (New Mexico) – 4 members, 1 member has completed the program.

EMERGENCY MEDICAL TECHNICIAN RECERTIFICATION

The 2009 EMT refresher training program is proceeding on schedule. Each class is incorporating two hours of EMS continuing education in order to meet the National Registry's 24 hour annual continuing education requirements.

IN-HOUSE COMPANY TRAINING PROGRAM

Companies continue to formally document their company level in-house training for the month of **April**. Training hours for each company were as follows:

- Engine 1 35.50 hours
- Station 2 22.00 hours
- Station 3 12.25 hours
- Station 4 17.50 hours
- Station 5 14.00 hours
- Station 6 18.00 hours
- Station 7 13.00 hours
- Station 8 24.25 hours
- Station 9 13.00 hours
- Station 10 16.50 hours
- Engine 11 16.00 hours
- Truck 1 20.50 hours
- Rescue 1 22.00 hours

The average training hours per company for the month of April were **18.81** hours

The average training hours per company for the month of March were **19.71** hours.

SAFETY COMMITTEE

A copy of the minutes for the Safety Committee meeting, held on May 5th, is attached to this report.

HOMELAND SECURITY

ASSISTANCE TO FIREFIGHTER GRANTS

The 2009 FFY AFG grant period opened on April 15. The department is in the process of re-submitting requests for SCBA replacement funding and replacement funding for one engine. The SCBA request is in the amount of \$745,000.00 and the engine replacement grant request is for \$530,854.00. The grant period officially closes on May 20th.

Work continues on the purchase and installation of a back-up radio console. Equipment is being installed by the contractor, Wright Communications. This project will allow the department to provide a truly redundant transmitter and radio console, in the event of a primary system failure. The project is being funded by a grant of \$89,874.00.

Safety Committee Meeting Minutes
May 5, 2009
Meeting called to order at 9:00am
UNOFFICIAL

Motion to accept last months minutes was made and unanimously approved.

Members Present

District Chief Pelletier
Lt. Parent
Lt. Veilleux
Fire Training Instructor Bob Field
Lt. Couture
FF Barton
Chief Burkush
Deputy Chief Campasano
Deputy Chief Goonan
District Chief Gamache

Old Business

The SCBA replacement efforts are being pursued on two fronts. The City budget currently has funding set aside for next fiscal year. The Administration is also completing a grant application. Training and E-10 continue to work on the challenges associated with keeping the current units up and running.

The new apparatus status continues to evolve. The two engines are progressing and the new T-7 should be arriving in July. The advertisement for R-1 should happen next week. M-1 is working on an overhaul of the Luverne E-10. Chief Burkush stated his number one goal for apparatus is to get the open cab apparatus out of the fleet as soon as is reasonable.

There is EMD training for the Line Personnel going on this week. The effort to improve the efficiency of our communications continues.

Chief Goonan is working with the Traffic Department to improve the Traffic Control System for E-10.

The "Ten Years from the date of manufacture" requirement for all elements of Structural Firefighting PPE was confirmed. NFPA 1851 Chapter 10.1.2 spells it out.

Truck 1 has been returned to Greenwood. There appears to be a challenge getting parts for it and it remains at their shop.

A discussion was held about the third member on Truck One and what should their responsibilities be? A discussion was held and it was determined that the committee should seek input from the D.C.'s and the Officers of T-1.

The issue of an SOP for severe weather operations was raised. Training will review the operations of the various aerals and come up with something.

Training is going to work with PSNH to get someone in to do a lecture on electrical safety. This will happen during the "cold weather" months.

CO detection for the Fire Stations was discussed and the recommendation was made that it should be added to all of the stations. Chief Goonan will address this with Building Services.

After a discussion with Chief's Burkush and Campasano it was agreed that the Confined Space Camera will be reassigned to R-1 from the Building collapse Trailer.

Chief Burkush asked Andre Biron and Bob Field to put together a plan to get Department ID cards completed for all members.

The condition of the Departments portable radio batteries was raised again. Several members have had issues of late. It was agreed that the best solution is for Firefighters and Officers to be diligent and when a battery appears to be bad make and certain it gets swapped to communications.

Chief Campasano addressed the issue of radio communications. Communications is working with the Department's radio vendor to come up with a phased plan that improves communications throughout the City. The current radio technology is going to be phased out by the manufacturer and this will force the Department to overhaul the City system. It appears that the newer technology will be better equipped to deal with many of the coverage issues.

Chief Gamache reminded the committee that we do have the "Linker" in Car 1 and this does a lot to overcome many of our communications issues. He pointed out that it might be a good time to add this to the Training agenda, as it has been a number of years since the procedures were reviewed.

New Business

A discussion was held about the breaking/cutting of wires into a structure. What wires can we cut and what ones can't we cut. (Phone or Cable vs. Power) It was pointed out that the breaking of wires with a boom creates an uncontrolled wire that may strike a member or an energized power line. Although cutting cable and phone wires is more controlled it still presents an opportunity to indirectly come in contact with energized

lines. The committee agreed that this is not a safe practice and recommended against its use.

Chief Burkush advised the committee that the administration has had initial conversations about the use of the RAD-57 for monitoring CO levels in members for rehab purposes.

A discussion was held about the completion of Daily Apparatus Checks. The concern was raised that issues get documented on the Daily Checks and then go days or weeks before they get fixed. M-1 was asked to explain the system to the committee. He explained that the Daily Check form allows members to pass along documentation of issues. He reminded the committee that he only reviews the Friday forms. If there is a significant issue the Driver should advise their officer and the officer should report it directly to the Shop. M-1 takes the information that he receives from the Weekly Checks and direct reports from Officers and sets his priorities based on keeping as many apparatus operating safely, as possible. This means less critical repairs may get pushed off. M-1 asked for the members to be patient and to keep doing a good job reporting, but make absolutely certain the Daily information gets onto the Weekly sheet.

The committee asked Chief Burkush to clarify his goals for operating the Forestry out of E-2. He stated both units will now operate identically. When toned out the Forestry will respond with two members and the associated Engine will respond, as well.

Chief Campasano advised the committee that purchase requests have been made to acquire additional Forestry PPE for E-2 members and those new members of E-8.

A discussion was held regarding the recent fire on Oakland Ave. There was some confusion about exactly when the move to Defensive Operations was communicated. The question was asked should Fire Alarm reinforce this order when they hear it?

The Twenty Minute Mark was discussed. Should the IC acknowledge and give an update or just acknowledge?

A discussion was held about the procedure for calling a PAR when the order to go defensive has been made.

The issue of Frequent Flyers was raised. This is an ongoing issue. Captain Soderberg outlined what he has been doing to get help from DHHS and others to reduce the number of calls. He then explained how there are only limited things DHHS can do without violating the person's rights. The committee agreed that Companies need to stay focused and patient. When the call is complete document it and let Captain Soderberg know.

Meeting Adjourned at 10:00a.m.
Robert Field

**NEXT MEETING WILL BE HELD AT CENTRAL ON TUESDAY, June 2, 2009
AT 9:00 AM**

Fire Commission Meeting
May 12, 2009
Report from Fire Prevention Bureau

Seminars attended: None

Seminars Planned: 31st Annual New England Arson Seminar, St. Anselm College, May 18 to 22nd.

Other: Agenda for staff meeting on May 6 for discussion included, among other things, request for accounting of staff certification expenses, junior fire muster on Saturday June 6, 1 p.m. at the JFK on Beech Street (Schools and coaches have been lined up for the competition) respirators for fire investigators, fire prevention week and vests for night club checks.

Meeting regarding construction safety scheduled for May 26th as a roundtable format. Specific to this would be concerns regarding adhesive material used in roof systems. It has been our experience that the more volatile the product the stronger the adhesive quality.

Don Bourque contacted our office regarding MCAM television productions, channel 23, at 540 Commercial Street. He is interested in taping a program on Tuesday May 19 to be on TV Sunday May 24 at 6:30pm. The program is called 'Real Estate Today' and our contribution would be on fire safety in the home. It would involve about six to eight questions, depending on time to answer, to cover the 26 minute piece.

Vacant and abandoned building program is now receiving properties not only from Manchester Water Works shut off e-mail notices but from our own units as an understood responsibility of familiarity with the neighborhoods. We also continue to delete properties from the list as they become active with purchase agreements and renovation.

Juvenile fire setter intervention program which is administered by the Department of Youth Services is active with our office as initial contacts and referrals are sometimes made. Due to the nature of this sensitive area of family counseling and the direct results of these meetings, we would have an obvious interest in this program. There will be a discussion at the Tuesday night CIP for continued funding. Fire Inspector Peter Lennon will represent our Department as he is directly involved.

Respectfully
Edward O'Reilly
Chief of Fire Prevention

Communications Division Fire Commission Briefing May, 2009

Next Listed Agent Class is schedule for June 10, 2009. Applications are being taken.
Active Listed Agents are 587.

Approximately 14 fire alarm inspections have been conducted in the past month.

Approximately 72 work orders completed in the past month.

Radio Repair Report from 4/3/09-5/8/09

Total Radios Repaired is 42. 00 Console/Base, 06 Mobile, 32 Portables, 04 Vehicles.

Updates:

Firefighter Jeff Duval has been assigned to the Communications Division on a "light Duty "basis.

Fire Alarm notes:

State Amory. Fire Alarm plans have been submitted for approval. The state is proposing to add a sprinkler system to the Amory in the future. A meeting was held last week at the Amory to discuss location of exterior fire alarm devices, sprinkler system installation and completion dates of both systems. The fire department awaits an approved plan to install a sprinkler system

Radio notes:

A meeting was held on April 22nd with the MA/COM reps regarding the future of our radio system.

Recycling of the Interop. portable batteries has begun.

Seabrook replaced 24 batteries for the EOC portable radios.

Back up radio site

Wright Communications is in the final stage of installation and testing of the connection equipment to our Back up Radio Site. Tentative training on the site connectivity equipment is scheduled for May 27, 2009.

A back up logging recorder was also purchased as part of the back up radio site package and has been installed. The new recorder has the capability of recording all incoming business lines as well as all radio TAC channels.

State Interoperability

We still are waiting for a response from the state Interop. Committee for final approval of our gateway frequency.

Pole licensing update

The pole licensing meetings have resumed. Pole License has been tentatively approved by the committee and we are now attempting to finalize the Municipal Pole Attachment Agreement.